



U. S. Department of Transportation
Federal Highway Administration

CLEARANCE OF EMPLOYEE ACCOUNTABILITY

(Personnel Management Manual, Chapter 16, Section 1)

INSTRUCTIONS: Clearance of employee accountability as evidenced by completion of this form must be of record before separation from or reassignment with FHWA. Appropriate clearance official for items listed under Sections 1-VI shall indicate in "Outstanding Items" reason chargeable items were not returned or accounted for (e.g., lost or destroyed).

☐ Reassignment Within FHWA

☐ Separation

NAME OF EMPLOYEE	ORGANIZATIONAL UNIT	DATE
FORWARDING ADDRESS		EFFECTIVE DATE

CLEARANCE ITEMS

OUTSTANDING ITEMS
(If none, so state)

SIGNATURE OF CLEARING
OFFICIAL/DATE

SECTION I - IMMEDIATE SUPERVISOR CLEARANCE

1. Security Classified Documents
2. Cryptographic Equipment
3. Property Passes
4. All Government Property (Personal and Accountable) - Hildreth/Apling
5. Door Keys - Haney/Craven
6. Computer User ID - Noye/Libak/Holden
7. Departing Procurement Official (Greater Than \$100,000)

SECTION II - OPERATIONS AND SERVICES

1. Official Credential
2. Identification Card - Craven
3. Official Parking Permit (HQ)
4. Telephone Credit Card - Craven

SECTION III - DEPARTMENTAL CLEARANCE

1. Library Books and Periodicals
2. Official Passport
3. Parking Permit, P-2
4. Civilian Health Unit
5. Transit Benefits (return unused), P-2

SECTION IV - PERSONNEL OFFICE CLEARANCE

1. Personnel Security Termination Statement
2. Pre-Exit Interview
3. Thrift Savings Plan
4. Continuation of Health Benefits
5. Unemployment compensation, SF-8
6. Continued Service Agreement
7. Debts Due to Erroneous Payment
8. Overdrawn Annual or Sick Leave - Lauer
9. Financial Disclosure Report (SES, Schedule C Only)
Office of Chief Counsel, Room 4230

SECTION V - FINANCE AND PAYROLL OFFICE CLEARANCE

1. Travel Advance - Lauer
2. Voucher Exceptions and Other Debts - Harman
3. Purchase Credit Card - McTaggart
4. Travel Credit Card - Craven

SECTION VI - EMERGENCY PREPAREDNESS CLEARANCE (Assignees Only)

1. FHWA Emergency Actions Guide (Blue Book), Room 3233

EMPLOYEE AND SUPERVISOR CERTIFICATION

I certify that I have no other Government property, correspondence, records, including classified material furnished by the Department of Transportation, and I am not otherwise indebted to the United States Government.

I certify that to the best of my knowledge and belief the above-named employee has accounted for all U.S. Government property and records (including classified material) entrusted to him/her.

SIGNATURE OF EMPLOYEE	DATE	SIGNATURE OF SUPERVISOR	DATE
SIGNATURE OF REVIEW OFFICIAL			DATE
FINANCE OFFICE USE			